



REGULAR COUNCIL MEETING MINUTES
JUNE 22, 2015 – 5:30 PM
TOWN COUNCIL CHAMBERS

PRESENT

Mayor	K. Craig
Councillors	J. Van Rijn, S. Duda, B. Chapman, R. Hohm, B. Martens, J. Abrey
Administration/Staff	K. Hastings, M. Overbeeke, A. Saje, C. L'Hirondelle, S. Wierl
Recording Secretary	J. Herbst

Mayor Craig called the meeting to order at 5:30 p.m.

ITEM 174 2.0 ADDITIONS TO/ADOPTION OF THE AGENDA

- 11.1 - Development Matter is now 11.2
- 11.2 - Ice User Agreement is now 11.1

Motion 228.15 ***Councillor Abrey moved to adopt the agenda as amended.***

7-0 Carried.

Councillor Duda introduced Hannah Loewen; the new Head Librarian at the Coaldale Library.

ITEM 175 3.1 REGULAR COUNCIL MEETING MINUTES – JUNE 08, 2015

Motion 229.15 ***Councillor Van Rijn moved to adopt the minutes as presented.***

7-0 Carried.

ITEM 176 7.1 MAY 2015 BANK RECONCILIATION

Motion 230.15 ***Councillor Duda moved that Council approve the Bank Reconciliation for the month of May 2015.***

7-0 Carried.

ITEM 177 7.2 LETTER OF SUPPORT FOR MEDICAL FIRST RESPONDER PROGRAM

- CAO Kalen Hastings said the Coaldale & District Emergency Services has been providing medical first response service to the Town and Lethbridge County since divesting our EMS services to the Province in October 2010. Alberta Health Services has developed a Medical First Responder Program in order to build provincial standards and to promote safe patient care with medical oversight and patient care guidelines. The program also provides AHS funded training, equipment support and online patient care reports.
- Last year 62% of the departments' calls were medical first response calls so there is a need to have a formal agreement between the Town and the Province to provide medical first response to our citizens. Coaldale and District Emergency Services is requesting Councils' support to participate in the provinces' Medical First Responder Program.
- Councillor Chapman asked if this is a standard practice with other municipalities throughout the Province. Councillor Jacen Abrey stated this is the standard for volunteer fire departments within Alberta and it provides us with liability coverage.

Motion 231.15

Councillor Duda moved Council direct administration to send a letter of support to AHS on behalf of the Coaldale & District Emergency Services so that they can register with the Medical First Responder Program.

7-0 Carried.

ITEM 178 7.3 PURCHASING POLICY

- Michelle Overbeeke and Andrew Saje presented a draft copy of the Tendering and Purchasing Policy. The purpose of this policy is to provide direction to Council, Administration and authority levels. This policy is also applicable to community societies, groups and committees for whom the Town is, or will be, administering publicly raised funds for the activities. This policy is in place to ensure that the Town is operating in compliance with the Federal and Provincial Agreement on Internal Trade and emergency purchasing. Overbeeke noted there was an error made in the draft and \$5000 will be added to the director of emergency management section of this policy.

- Councillor Hohm asked if this policy is strictly for provincial government dollars or typical Town of Coaldale expenditures.
- CAO Kalen Hastings said, “The Town would be subject for non-provincial grant dollars because we are a creature of the province and the Municipal Government Act does have provisions that are purchasing guidelines for awarding of tenders; that have to be in compliance with provincial legislation and this is an interprovincial agreement between the provinces of Alberta, Saskatchewan and BC; so I can’t conclusively tell you, but there is enough information to make the inference that it would include our dollars as well.”
- Councillor Martens asked if we tender out the engineering for the Malloy Drain Phase 1 for example, do we have to tender out again for Phase 2 or can we use the same firm? Andrew Saje, Director of Engineering and Operations stated that we would have to start the tender process again for Phase 2. Each company that submits a tender is evaluated using a point system. The engineering firm that did Phase 1, should they choose to submit a tender for Phase 2, would receive higher points than others because of the intimate knowledge they have from doing Phase 1.
- Councillor Abrey asked who would score the tenders when they come in. The person that put the RFP out cannot be the person scoring. Andrew Saje said he would have to review the NWPTA evaluation practices and follow up with Council.
- Councillor Duda noted a spelling error on page 2 Definitions n) “woldfires” should read wildfires.
- Councillor Chapman asked if everything above \$75000 has to go to open tender. Andrew Saje said he would find out the answer for Council.

Motion 232.15

Councillor Martens moved to have this amended policy in place by July 1st 2015.

7-0 Carried.

ITEM 179 8.1 OPERATIONS REPORT

- Andrew Saje gave an update on the tasks the Operations Department is currently working on. Line painting, crack filling and sidewalk repairs have begun as part of seasonal tasks. The installation of drainage catchments has taken place at The Gem. The Town swimming pool and the Tot Lot are now open for the season. The Town continues to work on the 21st Avenue Realignment project. The sewer main diversion project from Lagoon 1 to Lagoon 5 should be completed by the end of June. The Malloy Drain Phase 1 project will start the week of June 22nd.
- Councillor Martens noticed the Utilities Department is doing numerous “locates” for the Telus fibre optic project which takes a lot of manpower and asked if the Town gets paid for doing that.
- CAO Hastings said the Town is not reimbursed for doing locates for any contractor. We provide that service because we want to ensure no contractor harms our property or themselves. We have been tracking the volume of locates that we have been doing and due to the increase, we had to hire a summer student to help with the additional workload. We entered into a written agreement with Telus which outlined what our obligations were in order to facilitate their arrival and installation of this infrastructure. We would have to review the agreement to see if we can make a request for the reimbursement for the additional summer position.
- Councillor Hohm asked what is the cost of the Malloy Drain Phase 1 project. Andrew Saje, Director of Engineering and Operations said he would obtain the information and get back to him.
- Councillor Chapman said he has received a couple of complaints with regard to sidewalks in need of repair and asked Andrew Saje about the current sidewalk priority list and if a new list can be compiled. Andrew Saje said he could do that.

Motion 233.15

Councillor Hohm moved to receive the Operations Report for information.

7-0 Carried.

ITEM 180 10.0 INFORMATION ITEMS

- Councillor Duda noticed some errors in the Economic Development Community Profile; Item 10.6

- Councillor Martens noticed that the Economic Development Community Profile doesn't mention anything about our soccer fields and it doesn't indicate which schools offer Grade 7 & 8.
- CAO Kalen Hastings said SouthGrow received a grant to hire a consultant to do profiles for each community. We received a couple of drafts that we provided feedback on, but we didn't get to spend much time with consultant. They updated what we previously had done back in 2006 and at no cost to us, we received this updated version.

Motion 234.15 ***Councillor Duda moved Council direct administration to contact SouthGrow to ascertain if we can have the Economic Development Community Profile for Coaldale corrected and updated.***

7-0 Carried.

Motion 235.15 ***Councillor Chapman moved to received Information Items 10.1-10.7 for information.***

7-0 Carried.

Andrew Saje left the meeting at 6:06 p.m.

Motion 236.15 ***Councillor Hohm moved Council go In Camera at 6:07 p.m.***

7-0 Carried.

Motion 237.15 ***Councillor Hohm moved Council come out of the In Camera session at 8:45 p.m.***

7-0 Carried.

ITEM 181 11.1 ICE USER AGREEMENT

Motion 238.15 ***Councillor Martens moved to receive for information.***

7-0 Carried.

ITEM 182 11.2 DEVELOPMENT MATTER

Motion 239.15 ***Councillor Van Rijn moved to table this item until July 13, 2015.***

7-0 Carried.

ITEM 183 11.3 ANNEXATION

Motion 240.15 Councillor Chapman moved Council direct administration to proceed as discussed.

7-0 Carried.

ITEM 184 11.4 CAO REPORT

Motion 241.15 Councillor Martens moved Council accept the CAO deliverables as fulfilled.

7-0 Carried.

ITEM 185 11.5 CAO EVALUATION

Motion 242.15 Councillor Chapman moved CAO Kalen Hastings has successfully fulfilled the probation requirements as per the CAO agreement of February 10, 2015.

7-0 Carried.

Motion 243.15 Councillor Duda moved to adjourn the meeting at 9:50 p.m.

7-0 Carried.

Kim Craig, MAYOR

Kalen Hastings, CAO